

CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006
telephone (202) 638-3211

January 11, 1971

To the Executive Vice President of the Trustees
Corcoran Gallery of Art
Washington, D.C.

Dear Mr. Chapin:

The following report is submitted from the Office of Public Information for the fourth quarter of 1970, October 1 through December 31. The three major exhibitions during that period all received exceptionally favorable and extensive publicity. The exhibits were: NEW SCULPTURE - BALTIMORE WASHINGTON RICHMOND; GENE DAVIS: EARLY PAINTINGS; and the VINCENT MELZAC COLLECTION. A listing of the main articles and media coverage for these exhibits and other Corcoran events is given below.

OCTOBER COVERAGE

- OCTOBER 9: Washington POST: article on Corcoran Art Rental Gallery.
- OCTOBER 9: Washington Daily NEWS: Announcement of Corcoran Open House.
- OCTOBER 9: EVENING STAR: Photo on front page of Fruit of the Loom sculpture from NEW SCULPTURE exhibition opening that night.
- OCTOBER 10: Washington POST: Two large photos of NEW SCULPTURE exhibit, front page of ARTS section.
- OCTOBER 11: San Francisco Chronicle: Article by Alfred Frankenstein on REVIVAL exhibit, THIS WORLD Magazine section.
- OCTOBER 11: SUNDAY STAR: Article by Frank Getlein, "Corcoran Show An Exciting Language Blurrer", with photo.
- OCTOBER 12: POST: Article on "Liberation Cycle" Concert.
- OCTOBER 12: POST Sculpture Show photos.
- OCTOBER 18: POST: Article by Paul Richard "Sculpture At The Corcoran".
- OCTOBER 18: STAR: Lengthy profile article on Renato Danese by Ben Forgey, "Corcoran Curator Designs Instant Controversy".
- OCTOBER 18: SUNDAY STAR: Article on Drawing Society exhibit by Frank Getlein, "Calm Down with the Corcoran's Drawing Exhibition".

- OCTOBER 20: NEWS: Article and photo on Sculpture show.
- OCTOBER 21: POST: Article about Ed McGowin by Paul Richard.
- OCTOBER 26: BALTIMORE SUN: Article on Sculpture Show by Barbara Gold.
- OCTOBER 26: NEWSWEEK Magazine: Article "Jesus Artist" on REVIVAL show.
- OCTOBER 28: WALL STREET JOURNAL: Article on Soleri with Corcoran exhibit mentioned.
- OCTOBER 28: NBC TV: Aileen Saarinen of the TODAY Show visits REVIVAL at the Corcoran.

Other TV coverage included a national syndicate filming of NEW SCULPTURE for NBC TV on Oct. 8; local stations WTOP, WTTG and WMAL covered the exhibit for their news programs. Also in October, the following radio and TV coverage was devoted to the Corcoran's Open House: WGMS Radio interview with Dr. Stanley Tempchin, Oct. 7; WTTV-TV Panorama Show interview with Mrs. Richard Powell and Richard Dirksen Oct. 14; WAMU FM Radio interview with Dr. Tempchin on Oct. 14. In addition, there were radio interviews pertaining to the New Sculpture exhibit, the Women's Committee lecture series, and Andrew Hudson's Seminar. *CHRISTIANITY TODAY MAGAZINE - ARTICLE ON REVIVAL.*

NOVEMBER COVERAGE

- NOVEMBER 1: RICHMOND TIMES DISPATCH: Article on Sculpture Show, "Local Sculptors Exhibit in Capital".
- NOVEMBER 6: POST: Article on Sam Gilliam's Paris Show.
- NOVEMBER 11: POST: Article by Gary Arnold, "Corcoran Film Series".
- NOVEMBER 11: STAR: "Triple Feature at the Corcoran" about films.
- NOVEMBER 12: G.W. University HATCHET, photographic layout of Sculpture exhibit.
- NOVEMBER 16: STAR: Article by Ben Forgey, "Revelations of Gene Davis", with photo.
- NOVEMBER 17: STAR: Article on Marc Moyens' new gallery, with Corcoran exhibit of his collection mentioned. Also mentioned in POST article of same day.
- NOVEMBER 17: STAR: "Corcoran Attracts Young Set" photo of boy with NEW SCULPTURE piece.
- NOVEMBER 23: POST: Article on "Iowa Strings".
- NOVEMBER 22: SUNDAY STAR: Photo of Iowa String Quartet.
- NOVEMBER 25: STAR: Review of Iowa String Quartet concert.
- NOVEMBER "STUDIO INTERNATIONAL" Magazine: Large article on Gene Davis by Don Wall. Local TV stations WTTG and WMAL news programs covered Gene Davis exhibit, and a national educational art series included NEW SCULPTURE in its film.

DECEMBER COVERAGE

- DECEMBER 10: POST: Article on Kaleidoscope workshop at Corcoran.
- DECEMBER 10: STAR: "Gifts from the Gallery", article about store.
- DECEMBER 10: GW University HATCHET: photos of GENE DAVIS exhibit.
- DECEMBER 11: POST: Photo of girl with short article about Kaleidoscope.
- DECEMBER 13: POST: Article on Photography from Dupont Center by Paul Richard.
- DECEMBER 15: POST: Christmas concerts, listings PRO MUSICA, by Paul Hume.
- DECEMBER 16: STAR: Article on Kaleidoscope with photo.
- DECEMBER 21: POST and STAR reviews of PRO MUSICA concert.
- DECEMBER 22: POST: Article "Art Takes a Quantum Jump" by Paul Richard.
- DECEMBER 4: STAR, film series listed.
- DECEMBER 6: POST POTOMAC Magazine: Guide to Gifts, listing items from Gallery Store.
- DECEMBER 6: POST: Article by Paul Richard, "Corcoran Biennial, Artists as Personal Curators".
- DECEMBER 18: STAR: Two large articles by Ben Forgey on Vincent Melzac and review of the exhibition of his collection. Two photos.
- DECEMBER 19: POST: Article about Vincent Melzac by Paul Richard, "The Shrewd Mr. Melzac", with photo.
- DECEMBER 26: POST: Review of Melzac Collection by Paul Richard, "But Not Forgotten", with photo.
- DECEMBER 27: SUNDAY POST: photographic fashion layout with Melzac Collection in background, 3 photos.
- DECEMBER 7: POST and STAR: Reviews of Leon Thomas Concert Dec. 5.

In addition, Mr. Melzac and Mr. Chapin appeared on the CLAIRE Show, WMAL; and Mr. Melzac and Mr. J. Pilgrim appeared on the PANORMA Show, WTTG TV.

Throughout the quarter, this office has released public service announcements for local radio use.

Respectfully submitted,

Marilyn Montgomery
Marilyn Montgomery

QUARTERLY REPORT / BUILDINGS & GROUNDS

JANUARY 1, 1971

During the last quarter of 1970 the Gallery's fine arts insurance was cancelled. In order to get this coverage restored, the maintenance crew has been working on safety and security provisions. New locks have been put on the doors between the School and the Gallery, sonic alarms purchased for some exhibition areas. A great many of the serious fire hazards have been removed. Clay mixing and other school activities no longer take place in the sub-basement, allowing many points accessible to the Gallery to be secured. Harmful silica dust is still present in parts of the building. Much of the permanent collection was previously stored in a gallery surrounded by School rooms. The risk of fire, leaking plumbing and a major construction project adjacent to the building have forced the evacuation of this storeroom. Some of the paintings were lent to the National Collection of Fine Arts, most are at Security Storage Warehouse. It will not be possible to restore insurance until a complete fire detection/alarm system is installed and a great deal of remedial electrical work is done.

Serious injuries have resulted this year from faulty equipment that should have been replaced. Safety equipment such as a small scaffold (Hijacker) was included in the 1970 budget but not purchased. The rate for workmen's compensation insurance has nearly doubled as a result.

The effective level of maintenance employees has remained at 12 persons as follows:

Superintendent

Shop Foreman open since September 1970

Carpenter

Painter

Electrician open since June 1970

Plumber not filled until December 1970

Groundskeeper

Installation Foreman

Maintenance man - 2

Floor Foreman

Custodian

It has not been possible to fill the job of electrician, even with today's high unemployment rate. A plumber was hired for \$6000 a year but will probably leave when construction jobs open up this summer. All of our craft jobs are filled by men in their sixties. Ray Stevenson, Shop Foreman, had to leave because of failing health, others are ready to retire. It is impossible to hire skilled workers to replace them. Most of the work is done by college and art school drop-outs who work a few months for \$2.50-\$3.00 per hour and then return to school or get better jobs. 130 part time or temporary workers were employed in 1970 in the Gallery and Art School (does not include Art School models).

The building and collections are still in a serious state of neglect. An elevated level of maintenance could reverse some of the deterioration and save immense sums in the future. The post of Conservator has been vacant most 1970 (since the death of Russell Quandt). Of the \$5000 budgeted for restoration only \$188.00 was actually authorized.

The Registrar submits the following report covering routine business for the period October 1 - December 31, 1970:

ACCESSIONS:

Paintings:

Milton Avery	<u>Girl on High Chair</u> , oil (1970.14) Gift: Dr. Louis Wener through The Friends of the Corcoran Value: \$7,500.
Jack Boul	<u>Baltimore Alley</u> , oil (1970.15.1) Gift: The Friends of the Corcoran Value: \$600.
Lodewyk Bruckman	<u>To Louise</u> , oil (1970.16.1) Gift: C. Thomas Claggett, Jr. Washington, D.C. Value: \$450.
Gene Davis	<u>Junkie's Curtain</u> , acrylic (1970.17) Gift: Gene Davis Washington, D.C. Value: \$10,000.
Sheila Isham	<u>Li</u> , acrylic (1970.18) Gift: Sheila Isham Washington, D.C. Value: \$2,000.
Howard Mehring	<u>Panu-the-Pendulum</u> , acrylic (1970.15.2) Gift: The Friends of the Corcoran Value: \$4,000.
Joseph Shannon	<u>Freud's Dog</u> , polymer (1970.15.3) Gift: The Friends of the Corcoran Value: \$1,000.
C.F. Wetmore (attr.)	<u>John Lutz</u> , oil (1970.16.2) Gift: C. Thomas Claggett, Jr. Value: \$200.
C.F. Wetmore (attr.)	<u>Mary Lutz</u> , oil (1970.16.3) Gift: C. Thomas Claggett, Jr. Value: \$200.
Ken Young	<u>Red Dance</u> , acrylic (1970.21) Gift: Ken Young Washington, D.C. Value: \$1,000.

ACCESSIONS, continued:

Graphics:

Vincent Longo

Other Side, etching (1970.19.1)

Gift: The Women's Committee of
The Corcoran Gallery of Art

Value: \$175.

Vincent Longo

Through, etching and aquatint (1970.19.2)

Gift: The Women's Committee of
The Corcoran Gallery of Art

Value: \$100.

Sculpture:

Julian H. Harris

Uncle Remus, His Songs and His Sayings
bronze medal (1970.13)

Gift: Clyde C. Trees through
subscription to the
Society of Medalists
New York, New York

Value: \$10.

John Safer

Flare, acrylic (1970.20)

Gift: John Safer
Washington, D.C.

Value: \$1,000.

LOANS IN

Special Exhibitions:

The Drawing Society National Exhibition

An Exhibition organized by the American Federation of Arts containing 88 drawings. (See catalogue for complete listing)

September 25 - November 1, 1970

REVIVAL! by Eleanor Dickinson

The ambience of an authentic revival meeting including 84 drawings, photographs, tape recordings, religious road signs, fans, hymnals and other miscellaneous items. (see Registrar's files and catalogue for complete listing)

September 25 - November 1, 1970

New Sculpture: Baltimore, Washington, Richmond

An exhibition including 75 sculptures by 24 area artists. (See catalogue and Registrar's files for exact listing)

October 9 - November 15, 1970

LOANS IN, continued:

Special Exhibitions:

Gene Davis, Early Paintings

34 paintings. (see Registrar's files for exact listing)
November 13, 1970 - January 3, 1971

Workshop: Prints, Posters, Photographs

A selection from the Corcoran Workshop and the Corcoran
Photography Workshop including 29 prints, 10 posters and
20 photographs. (see Curatorial files for complete listing)
November 21, 1970 - January 10, 1971

The Vincent Melzac Collection

85 paintings by 13 contemporary American artists. (See Registrar's
files for complete listing)
December 18, 1970 - January 24, 1971

The Washington Room

A continuing exhibit of selected contemporary Washington area
artists. 16 paintings by 12 artists. (see Registrar's files for
complete listing)
November 20 - December 24, 1970

LOANS OUT

Individual Works:

The National Gallery of Art, Washington, D.C.

Mary Cassatt

Mary Cassatt: Woman with a Dog \$100,000.
September 26 - November 8, 1970

Institute of Contemporary Art, University of Pennsylvania,
Philadelphia, Pennsylvania

Two Generations of Color Painting

Gene Davis: Black Popcorn \$4,500.
September 30 - November 6, 1970

The Whitney Museum of American Art, New York, New York

Thomas Eakins Retrospective Exhibition

Thomas Eakins: The Pathetic Song \$250,000.
September 21 - November 21, 1970

Sheldon Memorial Art Gallery, University of Nebraska,
Lincoln, Nebraska

American Sculpture

Paul Wayland Bartlett: Lafayette on Horseback \$3,000.

William Rimmer: Head of a Woman \$15,000.
September 11 - November 15, 1970

LOANS OUTIndividual Works, continued:

National Collection of Fine Arts, Washington, D. C.

Jasper Cropsey

Jasper Cropsey: Jarvis McCullough's Leadmill \$750.

September 13 -- October 25, 1970 (Munson--Williams-Proctor Museum)

November 20, 1970 - January 3, 1971 (NCFA)

University Art Museum, University of Texas, Austin, Texas

Sanford Gifford ExhibitionSanford Gifford: Sketch Near Ariccia, Italy \$5,000.Sanford Gifford: Ruins of the Parthenon \$50,000.

November 1 - December 20, 1970

Pennsylvania State University, University Park, Pennsylvania

Young Washington D. C. ArtistsBlaine Larson: Step Up \$900.

October 1-28, 1970

National Portrait Gallery, Washington, D. C.

The Life Portraits of John Quincy AdamsSamuel F. B. Morse: The Old House of Representatives \$750,000.

November 1, 1970 - January 31, 1971

Museum of Fine Arts, Houston, Texas

Alexander Liberman: Paintings and SculptureAlexander Liberman: From Black to White \$18,000.

October 15 - November 30, 1970

Traveling Exhibitions:Alexander Liberman: Paintings and Sculpture

39 paintings and 17 sculptures from the exhibition organized by the Gallery.

Museum of Fine Arts, Houston, Texas

October 15 - November 30, 1970

Vincent Longo Print Retrospective

109 prints from the exhibition organized by the Gallery.

Detroit Institute of Arts, Detroit Michigan

October 23 - December 31, 1970

The Architectural Vision of Paolo Soleri

models, slides, drawings and graphics

Museum of Contemporary Art, Chicago, Illinois

December 9, 1970 - February 6, 1971

Paolo Soleri: Concepts Toward a New Urbanism

Photographic exhibition consisting of 29 free-standing panels.

Gorham State College of the University of Maine, Gorham, Maine

November 9 - December 14, 1970

Hartwick College, Oneonta, New York

December 16-23, 1970

LOANS OUT

Registrar's Quarterly Report-page 5

Traveling Exhibitions, continued:Drawings by John Singer Sargent

Mohawk Valley Community College, Utica, New York
October 19 - November 13, 1970

American Prints

Central Intelligence Agency, Washington, D.C.
November 23, 1970 - January 4, 1971

Indefinite term Loans Out

Central Intelligence Agency, Washington, D.C.
(September 14, 1970)

Thomas H. Benton: <u>Slow Train Through Arkansas</u> , lithograph	\$150.
Thomas H. Benton: <u>Loading Corn</u> , lithograph	\$150.
J.J. Rigal: <u>La Rue Rolin</u> , etching	\$100.
Nathaniel Currier: <u>Capitol at Washington</u> , lithograph	\$150.
U.A.: <u>West View of Mt. Vernon</u> , lithograph	\$250.
U.A.: <u>East View of Mt. Vernon</u> , lithograph	\$250.

National Collection of Fine Arts, Washington,, D.C.
(December 18, 1970)

Horace Bonham: <u>Issue at the Cockpit</u>	\$7,500.
G.D. Brewerton: <u>Crossing the Rocky Mountains</u>	\$13,000.
Emil Carlsen: <u>Moonlight on a Calm Sea</u>	\$8,500.
William M. Chase: <u>An English Cod</u>	\$12,500.
William M. Chase: <u>Self-Portrait</u>	\$18,000.
C.P. Cranch: <u>Castle Gondolfo</u>	\$25,000.
Arthur B. Davies: <u>The Great Mother</u>	\$30,000.
William Dunlap: <u>A Family Group</u>	\$20,000.
John F. Francis: <u>Still Life with Silver Cake Basket</u>	\$25,000.
John F. Francis: <u>Hezekiah Packer</u>	\$7,500.
John F. Francis: <u>Catherine Packer</u>	\$7,500.
Francois Gignoux: <u>Landscape</u>	\$15,000.
Henry Peters Gray: <u>The Judgement of Paris</u>	\$20,000.
Christian Gallagher: <u>Samuel Barton</u>	\$15,000.
Childe Hassam: <u>New York Window</u>	\$40,000.
Charles W. Hawthorne: <u>Fisherman's Daughter</u>	\$20,000.
Chester Harding: <u>John Randolph</u>	\$30,000.
George Inness: <u>Harvest Moon</u>	\$100,000.
Eastman Johnson: <u>Harriet Hubbard Ayer</u>	\$20,000.
Howard Helmick: <u>Emigrant's Letter</u>	\$4,000.
Emmanuel Leutze: <u>Amazon and Her Children</u>	\$20,000.
Gari Melchers: <u>Maternity</u>	\$10,000.
David Nerslup: <u>Negro Boys on the Quayside</u>	\$10,000.
James Peale: <u>Portrait of a Gentleman</u>	\$20,000.
James Peale: <u>Portrait of a Lady</u>	\$20,000.

Charles Peale Polk: <u>Anna E. Hunter</u>	\$10,000.
Charles Peale Polk: <u>Moses T. Hunter</u>	\$10,000.
Benjamin F. Reinhart: <u>Emigrant Train Bedding Down</u> <u>for the Night</u>	\$30,000.
John Singer Sargent: <u>Simplon Pass</u>	\$35,000.
James D. Smillie: <u>Cliffs of Normandy</u>	\$35,000.
George Smillie: <u>A Long Island Farm</u>	\$9,000.
Raphael Soyer: <u>Waiting Room</u>	\$15,000.
John Mix Stanley: <u>The Disputed Shot</u>	\$25,000.
Unidentified Artist: <u>Three Huidenkoper Children</u>	\$5,000.
Robert W. Weir: <u>Sunday Morning</u>	\$12,500.
Benjamin West: <u>Cupid and Psyche</u>	\$25,000.
Benjamin West: <u>Telemachus and Calypso</u>	\$45,000.
William E. West: <u>Muses of Painting, Poetry and Music</u>	\$15,000.

Storeroom Evacuation Project

On Monday December 14, 1970 evacuation of painting storerooms 1 and 2 (basement level) was begun as the vibrations resulting from construction drilling and pile driving on the adjacent lot had reached a critical level. It was also felt that general deterioration from inherently poor storage conditions necessitated removing the collections until suitable storage space could be prepared. In addition, an agreement was reached with Dean Slade to convert the storeroom space into a classroom, with the Gallery to receive the present ceramics studio (lower atrium) as future Children's Gallery. Eventually, the existing Children's Gallery adjacent to the Curatorial Offices may be converted to a painting storeroom.

In terms of traditional Registration procedures, there was inadequate time and personnel available for preparation of such a mammoth project. Robert Scott Wiles, restorer, was engaged to evaluate the condition of each painting before any move was undertaken. He noted which works were too fragile to be moved or stored outside the building and which needed special handling or immediate restoration. Erica Owen was hired to photograph each work as it was taken from the racks to be packed and stored. Color slides will be available as a condition record.

The School Gallery, adjacent to the painting storerooms, was turned over during intercession to the Gallery as a packing and staging area. Teams of 3 or 4 maintenance men wrapped paintings in cardboard and stacked them for pickup by Security Storage. Less than one-half of the contents of the storerooms (249 paintings) were packed and sent to Security Storage during this 2½ week period. The effectiveness of this operation was greatly hampered as it took place during the in-

Storeroom Evacuation, continued

stallation of a major Gallery exhibition and over the Christmas holidays when limited time and staff were available. Unfortunately, many fragile ornate plaster frames suffered damage from cramped space and the hurried operation.

The Curator retained approximately 100 paintings in the building for future installation. These works were removed to temporary racks erected in the permanent exhibition Galleries 75 & 76. Several screen racks were dismantled and reinstalled in these galleries to support heavier paintings.

Much of the Walker and Clark collections were deemed too fragile to be moved at this time. Despite the continuing vibrations from construction next door, it was decided to close off painting storeroom 2 and leave the bulk of the European collection on the racks until suitable storage conditions materialized upstairs. Several works in extremely fragile condition will be removed to the restorer's studio when proper facilities can be set up there.

38 American paintings were sent on indefinite loan to the National Collection of Fine Arts (See LOANS OUT, pages 5 & 6) for storage, study and exhibition purposes. These will be insured by the NCFA under their Fine Arts policy, the Corcoran paying the premiums. Works packed and sent to Security Storage will be less accessible to the Curatorial Staff. These will be insured by Huntington T. Block.

INSURANCE CLAIMS

All claims as listed in the Registrar's Quarterly report for the period July 1 - September 30, 1970 are as yet unsettled. The Gallery's Fine Arts Policy with Aetna Casualty and Surety Company was terminated October 1, 1970; therefore, no new claims have been filed in this quarter.

CONSERVATION:

The Jean Mari de Deban harpsichord (26.737) is still in the workshop of J. Scott Odell pending restoration of the case.

The Hans Hofmann Untitled drawing (66.23) is still being restored by Miss Christa M. Gaehde, Arlington, Massachusetts.

Eighteen American drawings from the permanent collection were rematted with 100% rag board during this quarter.

Routine care and/or emergency repair of the permanent collection have been postponed since the death of the Gallery's restorer, Russell Quandt in March 1970. Furthermore, the limited funds for outside restoration were frozen in June 1970. The absense of insurance on the permanent and loan collections has further hindered restoration and has created a backlog of damages which would normally be covered by claim settlements.

Martha Morris
Registrar

DEVELOPMENT OFFICE Quarterly Report, January, February and March, 1971.

The Development Office during the first quarter of 1971 has been engaged in the following major activities:

Corporate, Foundation and Government Agency Requests

Application was filed with the National Endowment for the Arts for exhibition support and the Endowment has indicated that the Corcoran will receive a \$35,000 grant which must be matched. In addition to certain individuals, the following corporations and foundations have to date been asked to assist in matching: General Electric Company; Merrill, Lynch, Pierce, Fenner & Smith; The Robert and Eleanor Millonzi Foundation; and Johnston, Lemon & Company.

Exhibition support -- 10 national corporations were approached with formal proposals to support the Thomas Wilfred Retrospective. To date, General Electric has given \$3,000.

Support for Special Educational Projects has been sought from several sources. A major application is currently pending with the National Humanities Endowment. The C & P Telephone Company, although interested, turned down our request.

Major applications were submitted to the Kresge Foundation and the Richard King Mellon Foundation.

An application for assistance to the Conservator is pending with the Wyeth Foundation and others are in preparation.

A request is currently pending with the Noble Foundation for the CGA/Dupont Center Workshop.

The Meyer Foundation again reviewed the Corcoran's application and favorable action is indicated pending certain conditions to be fulfilled.

Capital Campaign Planning

Material was organized and the appointments made for the survey conducted by Smith, Legge & Darcy, Inc.

Foundation prospect research is continuing and the number of prospects is now over 200. Further research is needed.

The Case Statement was completed and reproduced.

Membership

Preliminary plans for 1971 membership campaign have been developed taking advantage of our own experience and the experience of other museums including the Metropolitan Museum of Art with whom we have developed a close liaison.

April, 1971

Quarterly Report
Development Office
October, November & December, 1970

The Development Office during the final quarter of 1970 has been engaged in the following activities:

A. Annual Giving

- 1) Identifying people for special gifts and coordinating solicitation.
- 2) Identifying and soliciting D. C. businesses and corporations.
- 3) Supervising the operations of the worker drive during Membership Month and helping to plan related activities.
- 4) Supervising mail appeals for new members.
- 5) Supervising membership renewal operation.
- 6) Membership and Development Office 1971 budgets developed with 5-year projections.

B. Foundation Applications

- 1) Applications have been made to the Cummins Engine Foundation, General Electric, U. S. Steel, the Rachelwood Foundation, and N. W. Ayer and Sons. Preliminary talks have been held with Atlantic Richfield, IT&T, the Edward John Noble Foundation, the Charles E. Merrill Trust, and the Richard King Mellon Foundation. Sixty-three family foundations in the District of Columbia were solicited by mail.
- 2) Major grants received: The Morris and Gwendolyn Cafritz Foundation for \$50,000 toward the Biennial, and the Hattie M. Strong Foundation for \$12,500 toward Special Projects.

C. Capital Campaign Planning

- 1) Research has been completed on most major individual, foundation, and corporation prospects.
- 2) Preliminary ratings have been made for each of these groups.
- 3) Final internal case statement material is being assembled and preliminary financial projections begun.
- 4) Detailed timetable and the campaign implementation plans developed.
- 5) Capital campaign budget developed.

- 6) Groundwork laid for feasibility study and individuals to be interviewed selected.
- 7) Government funding, particularly for historical restoration, explored and preliminary applications submitted to the Interior Department.

D. Other

A plan for reciprocal museum benefits has been developed for all members of \$100 and more and approved by the Trustees of the Boston Museum, the Philadelphia Museum and the Metropolitan Museum of Art. This plan was initiated by the Corcoran and will begin in early 1971.

Submitted by
Jillian H. Poole

July 27, 1970

CORCORAN GALLERY OF ART
ART RENTAL GALLERY

Purpose of Art Rental Gallery:

1. To expose members of CGA to current art and provide an opportunity for this work to be placed in their homes or businesses on a rental basis or through sale of the art.
2. To provide artists with an outlet for the exposure of their work, and a possible source of income.
3. To provide a source of income for CGA.

To fulfill these goals, individual and corporate rental plans, which are profitable to CGA, reasonable (financially to the individual or corporate renter), and attractive (from a financial and exposure standpoint) to the artist have been developed.

I. Individual Rentals

- A. Eligibility - Individuals must be a current member.
- B. Rental period - A two month rental period renewable for one additional two month period (a total of four months).
- C. Rental fee - 7% of purchase price of painting per rental period.
- D. Purchase - When the renting individual wishes to purchase the work of art he is renting, 50% of the total rental fee paid will be deducted from the purchase price.
- E. Commission
 1. Rental - CGA will retain 100% of all rental fees collected from individual renters.
 2. Sales - When an individual renter decides to purchase a work of art he is renting, the artist will receive 90% of the gross (before deduction for rental) purchase price.

II. Corporate Rentals

Due to the nature of Corporate Rental requirements, a longer rental period is needed, which necessitates modification of commission and purchase procedures.

- A. Eligibility - Corporation must be a corporate member or a small business member to be eligible for the CGA corporate art rental program.
- B. Rental Period - A six month rental period renewable one time (a total of 12 months).
- C. Rental Fee - 20% of purchase price of work per rental period.
- D. Purchase - When the renting corporation wishes to purchase the work of art it is renting, 50% of the total rental fee paid will be deducted from the purchase price.
- E. Commission
 - 1. Rental - Because of the longer rental period it is necessary to compensate the artist. In corporate rentals, the artist would receive 50% of the rental fee.
 - 2. Sales - When a corporate renter decides to purchase a work of art it is renting, the artist (or his representative) will receive 90% of the net (after rental deduction) purchase price; CGA 10% of net purchase price.

NOTES:

1. Example A

John Smith rents a painting for two months and renews for an additional two months. At this time he decides to buy the painting.

Painting purchase price (gross price)	\$1,000.00
Rental price for 1st period	70.00
Rental price for 2nd period	70.00
	<hr/>
Total rental	140.00
for 4 months	
50% of rental deductible from purchase (or gross) price	
Net purchase price	930.00
Artist's (or representative's) commission (90% of gross price)	900.00
CGA commission on sale	30.00
	<hr/>
Total CGA income	\$ 170.00

2. Example B

ABC Corporation rents a painting for two six month periods and then decides to purchase the painting.

Painting purchase price	\$1,000.00
Rental for 1st period	200.00
Rental for 2nd period	200.00
	<hr/>
Total Rental	\$ 400.00
Distribution of rental	\$200.00 - Artist
	\$200.00 - CGA

50% of rental fee is deducted from sale price to ABC Corporation:

Net Sale price	\$800.00
Artist's Commission (90% of net price)	\$720.00
CGA Commission (10% of net price)	80.00
Total artist's income on rental and sale	\$920.00
Total CGA income on rental and sale	\$280.00

COMPARISON BETWEEN PRESENT ART RENTAL GALLERY POLICY AND PROPOSED POLICY:

	<u>Present Policy</u>	<u>Proposed Policy</u>
I. Individual Rentals		
A. Eligibility	Individual membership	Individual membership
B. Rental Period	Two months	Two months with option to renew for an additional two months
C. Rental fee	5% per two month rental period	7% per two month rental period
D. Purchase	Rental fee from first rental period is deducted from purchase price	50% of any rental fees paid is deducted from the purchase price
E. Commission		
1. Rental	CGA retains 100% of rental fee	No change
2. Sales	Artist receives 90% of gross sale price	No change
II. Corporate Rentals		
A. Eligibility	Individual membership	Corporate or small business membership
B. Rental Period	Two months	Six months with option to renew for an additional six months
C. Rental fee	5% per two month rental period	20% per six month rental period
D. Purchase	Rental fee from first rental period is deducted from purchase price	50% of all rental fees paid is deducted from the purchase price
E. Commission		
1. Rental	CGA retains 100% of rental fee	CGA retains 50% of rental fee; Artist receives 50% of rental fee;
2. Sales	Artist receives 90% of gross price	Artist receives 90% of net price

III. LIST OF PAINTERS NOT REPRESENTED IN THE CORCORAN COLLECTION

18TH CENTURY

EXRA AMES
JOSEPH BADGER
HENRY BENBRIDGE
CHARLES BRIDGES
MATHER BROWN
WINTHROP CHANDLER
JOHN DURAND
WILLIAM WILLIAMS

19TH CENTURY

JOHN JAMES AUDOBON
THOMAS BIRCH
DAVID GILMOUR BLYTHE
JACOB EICHHOLZ
ERASTUS SALISBURY FIELD
JOHN HABERLE
WILLIAM MICHAEL HARNETT
WILLIAM HART
MARTIN JOHNSON HEADE
EDWARD HICKS
EDWARD MORAN
THOMAS MORAN
JOHN FREDERICK PETO
JOHN QUIDOR
WILLIAM RIMMER
HENRY SARGENT
JOSHUA SHAW

GEORGE CATLIN

EARLY 20TH CENTURY

IVAN LE LORRAINE ALBRIGHT
THOMAS HART BENTON
OSCAR BLUEMNER
ARTHUR B. CARLES
JOHN STEUART CURRY
ANDREW DASBURG
STUART DAVIS
CHARLES DEMUTH
GUY PENE DU BOIS
MARCEL DUCHAMP
LYONEL C. FEININGER
FRITZ GLARNER
JOHN GRAHAM
MORRIS GRAVES
GEORGE GROSZ
WALT KUHN
JACK LEVINE

STANTON MACDONALD-WRIGHT
JOHN MARIN
GEORGIA O'KEEFE
ABRAHAM RATTNER
MAN RAY
MORTON SCHAMBERG
BEN SHAHN
EVERETT SHINN
JOSEPH STELLA
MARK TOBEY
GEORGE TOOKER
ABRAHAM WALKOWITZ
MAX WEBER
GRANT WOOD
ANDREW WYETH

POST-WAR

WILLIAM BAZIOTES
WILLEM DE KOONING
RICHARD DIEBENKORN
JIM DINE
SAM FRANCIS
HELEN FRANKENTHALER
ARSHILE GORKY
JASPER JOHNS
DONALD JUDD
ELLSWORTH KELLY
EDWARD KIENHOLZ
FRANZ KLINE
YASUO KUNIYOSHI
ROY LICHTENSTEIN
MORRIS LOUIS
ROBERT MOTHERWELL
BARNETT NEWMAN
KENNETH NOLAND
JACKSON POLLOCK
LARRY POONS
ROBERT RAUSCHENBERG
AD REINHARDT
JAMES ROSENQUIST
FRANK STELLA
CLYFFORD STILL
BRADLEY WALKER TOMLIN
ANDY WARHOL

IV. LIST OF SOME IMPORTANT SCULPTORS NOT REPRESENTED IN THE

CORCORAN COLLECTION

18TH CENTURY

JOHN or SIMON SKILLIN

~~FIGUREHEAD~~

19TH CENTURY

HEZEKIAH AUGUR

THOMAS BALL

EDWARD BRACKETT

JOHN H.I. BROWERE

HENRY KIRK BROWN

JOHN FRAZEE

HORATIO GREENOUGH

RICHARD GREENOUGH

ERASTUS DOW PALMER

EARLY 20TH CENTURY

ALEXANDER ARCHIPENKO

JOSE DE CREEFT

JOHN FLANNIGAN

JAMES EARL FRASER

CHAIM GROSS

ROBERT LAURENT

MAHONRI YOUNG

WILLIAM ZORACH

POST WAR

JOHN CHAMBERLAIN

JOSEPH CORNELL

MARK DI SUVERO

HERBERT FERBER

DAN FLAVIN

RAOUL HAGUE

DONALD JUDD

IBRAM LASSAW

RICHARD LIPPOLD

JACQUES LIPSCHITZ

SEYMOUR LIPTON

ROBERT MORRIS

REUBEN NAKIAN

ISAMU NOGUCHI

CLAES OLDENBURG

JOSE DE RIVERA

THOEDORE ROSZAK

GEORGE SEGAL

DAVID SMITH

VI. WASHINGTON ARTISTS NOT REPRESENTED IN THE CORCORAN COLLECTION
WHOSE WORK WE SHOULD ATTEMPT TO ACQUIRE

Benjamin Abramowitz

Enid Cafritz

Bill Christenberry

Don Corrigan

William Dutterer

Sam Gilliam (stretched canvas)

Sheila Isham

Morris Louis

Ed McGowin

Lloyd McNeill

Robert Newmann

Kenneth Noland

V.V. Rankine

Robert Stackhouse

Alma Thomas

Kenneth Young

4910 Loughboro Road, N.W.
Washington, D. C. 20016

March 16, 1971

Mr. Lee Folger
Folger Nolan Fleming Co.
725 15th Street, N.W.
Washington, D. C.

Dear Lee,

In my exposure so far, the problems of the Corcoran appear characteristic of similar institutions nation-wide in that sharply rising costs of services are threatening the ponchalant modus operandi accustomed to such institutions. Indeed their very survival is threatened. In Darwinian pattern some institutions will adapt to the new circumstances and survive; the remainder will die. For the Corcoran to survive I believe it will need:

Better management.

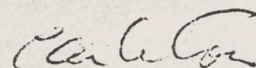
Greater commitment by the Trustees and Governors.

More money would help, and a lot of money would permit the present patterns to continue. The Corcoran's aesthetic image, the most important factor after survival, seems in fair shape.

I believe the Executive Committee should identify management as the principal problem in its report to the Trustees. Management at its core involves decision-making in a cooperating group. I can identify Mr. Hamilton's overall management (Trustees Executive Committee, Joint Executive Committee, etc.), Aldie's management of the professional staff, Aldie's management of the Governors, and management at lower levels. While identifying and analyzing specific management problems concisely is often illusive, the theory is easy. Managers must make decisions, preferably good ones; continuously. Not to do so insures a pervasive malaise of the institution with many apparently unconnected manifestations (the complaints we hear). Good managers draw upon the convictions and beliefs (aesthetic and otherwise) of their cooperating group: They encourage expression of convictions (beliefs) and cope constructively with the inherent conflicts of views and reach decisions, and through good communications they provide the group an understanding of the decisions and obtain group commitment to the decisions.

I believe the Corcoran suffers from the above-mentioned malaise of leadership--the lack of planning, indecision, confusion, lack of follow-through, reduced productivity and morale and all that flows from it. This is not to say that present management is without accomplishment. We have good aesthetic leadership in the Gallery and the School. Income from new memberships and donations is improved, though I am not very clear how much and at what cost. There may be potential for fund-raising. But I believe survival demands even better managing.

Sincerely,



Carleton B. Swift, Jr.

ADMINISTRATIVE DIRECTIVE # 4
CORCORAN GALLERY OF ART
CORCORAN SCHOOL OF ART

STAFF MANUAL

Feb. 1, 1971

CONTENTS

	Page
SECTION I. EMPLOYMENT	
Employment	1
Employment Classification	1
Categories of Employment	1
Term of Employment (Probationary)	2
Term of Employment (Non-Probationary)	2
Termination	2
Counseling	2
Discipline	3
Final Pay	3
SECTION II. ATTENDANCE	
Working Hours	4
Promptness	4
Time-keeping	4
After Hours	4
Overtime	4
Holidays	5
Annual Leave	5
Accrual of Annual Leave	5
Absence	6
Sick Leave	6
Death in the Family	6
Court Leave	7
SECTION III. COMPENSATION	
Payroll Information	8
Salary Advances	8
Payroll Deductions	8
SECTION IV. GALLERY BENEFIT PLANS	
Health Benefit Plan	9
Group Life Insurance	9
Pensions	9
SECTION V. FEDERAL & STATE BENEFIT PLANS	
Social Security	10
Workmen's Compensation Insurance	10
Unemployment Insurance .	10

SECTION VI.	STAFF PRIVILEGES	11
	Staff Discounts	11
	Special Events	11
SECTION VII.	CUSTOMS AND PRACTICES	12
	Procedures	12
	Employee Records	12
	Office Coverage	12
	Scheduled Events	12
	Security	13
	Care of Work Areas	13
	Care and Maintenance of Office Equipment	13
	Lights	13
	Requisitions	13
	Personal Mail	13
	Personal Telephone Calls	14
	Personal Telegrams	14
	Lunch Period	14
	Smoking	14
	Emergencies: Accident or Illness	14
SECTION VIII.	CHANGES	15

SECTION I. EMPLOYMENT

Employment

Appointments and terminations of personnel are authorized by the Executive Vice President by letter, after giving due consideration to the recommendations of the Director of the Gallery for Gallery positions, and the Dean of the Art School for positions in the Art School. Such recommendations will be coordinated with the Management Office, which office will develop the letter of appointment or notice of termination.

Employment Classification

1 Regular A regular employee occupies a full time position of a continuing nature and one regarded as essential in the permanent organization of the Corcoran. An employee is considered regular upon the satisfactory completion of a trial period.

2 Temporary A temporary employee, as the term implies, is engaged for a short period of time and is not eligible for most employee benefits. However, if a temporary employee is employed to work on regular designated days during the week, then - subject to the rules governing regular employees - pay will be granted for any holiday that falls within the period he is assigned to work. If a temporary employee is placed on a regular basis, credit is given for all unbroken service.

3 Part-time A part-time employee may be hired on a continuing or temporary basis. A continuing part-time employee working 20 hours or less per week is not eligible for paid vacations or paid sick leave. Continuing part-time employees working more than 20 hours a week are entitled to these benefits on a pro-rated basis, as well as membership in Corcoran Life & Health Insurance Plans.

4 Instructors Faculty members are normally appointed for a period of time less than a calendar year as outlined in their contract. Leave is subject to the discretion of the Dean. They are eligible for Gallery sponsored Health and Life Insurance Plans.

Categories of Employment

Professional Personnel Professional level staff members have been appointed on the basis of their specialized training and experience to perform and supervise the professional services of the Corcoran. They are therefore expected to work whenever and wherever necessary to complete their tasks satisfactorily and to maintain their professional standing. Attendance at lectures, openings and other social and educational events, as well as work in libraries and other places away from the Corcoran may be normal requirements of the position. No overtime will be granted for these activities. Professional personnel will be expected to perform all the tasks for which they are responsible. At the same time, they can claim compensatory time for a task which has been specifically assigned them and is beyond their normal duties.

Secretarial and Clerical Personnel Secretarial and clerical personnel have been appointed to perform certain clerical and administrative functions. They are classified exempt from the overtime provisions of the Federal Wage-Hour Act, but will be granted compensatory time for extra work as defined in Administrative Directive #5, dated December 17, 1970. They are eligible for all benefits when they are given a regular appointment.

Maintenance/Guards Personnel Maintenance and guard personnel are classified non-exempt under the Federal Wage-Hour Act and will be paid for overtime as defined in Administrative Directive #5, December 17, 1970. They are eligible for all other benefits and subject to the same rules as the professional and secretarial personnel.

Term of
Employment
(Probationary)

Each new staff member will ordinarily be employed on a trial basis for the first three months of employment so that the employee's performance and adaptability to the needs of the position may be evaluated.

An employee may be terminated at any time within the trial period if the employee is considered unsuitable for the position in the judgement of the Corcoran. Said termination may be made with one week's notice or severance pay in lieu of notice.

Term of
Employment
(Non-Probationary)

All employees shall serve at the pleasure of the Corcoran.

Termination

If an individual is terminated for reasons other than disciplinary, he will be given notice or severance pay according to his position and length of service according to the following schedule:

Secretarial and clerical	3-24 mos. service	2 wks. notice
	25 or more months	3 wks. notice

Maintenance/Guards		2 wks. notice
--------------------	--	---------------

Professional	3-12 mos. service	4 wks. notice
	13 mos. to 5 years	6 wks. notice
	5 years or more	8 wks. notice

Counseling

If an employee performs his job in an unsatisfactory manner, he may be counselled by his supervisor and his personnel records will be annotated to that effect.

If the employee fails to remedy the defect within the time specified by his immediate supervisor, he will be

terminated at once, and receive severance pay in the amount of $\frac{1}{2}$ the above schedule.

Discipline

An employee may be subject to disciplinary action for the following:

- violation of Corcoran rules;
- violation of security measures;
- falsification of time cards;
- abuse of sick leave privileges;
- conduct that would jeopardize a Corcoran insurance policy or other Corcoran contract;
- unexcused absence from duties without leave which includes leaving unattended ones assigned work space;
- excessive absence or lateness without cause;
- discourteous conduct towards the public or other employees;
- being intoxicated on the job;
- conviction in any trial court of a felony or of any misdemeanor involving moral turpitude;
- any acts resulting in unfavorable publicity to the Corcoran, or any acts jeopardizing the tax exempt status of the Corcoran.

For breaches of the foregoing, an employee may be warned, censored or reprimanded and in serious cases may be discharged. In any proceeding involving discipline, the employee's supervisor shall determine the facts and recommend the penalty therefore.

The supervisor's action shall be reviewed by the Executive Vice President upon the petition of the employee in writing within three days of the supervisors action, stating his reasons or challenges to the supervisor's finding or recommendations of the discipline to be imposed. The Executive Vice President's disposition shall be final. If an employee is discharged for disciplinary reasons, he will not be eligible to either the notice of severance pay provisions above.

Final Pay

Final pay will be issued when the supervisor is satisfied that the terminated employee has turned in all keys and other Corcoran property in his possession.

SECTION II. ATTENDANCE

Working Hours

Office hours in general will be Monday - Friday as follows:

Art School	8:00 am -- 7:00 pm	Regular
	9:00 am -- 5:00 pm	Vacation

Gallery 9:00 am -- 5:00 pm

Lunch periods and breaks will be determined by the supervisors; such time is not accruable.

Weekend hours are as determined by the department head.

Promptness

Staff members are expected to be at their desks promptly. Lateness causes inconvenience to others, leaves telephones unanswered and creates a poor working atmosphere.

Time-keeping

All personnel keep a monthly attendance sheet and transmit this to the management office on the first of each month for the preceding month, for use of payroll and personnel sections. This monthly time sheet is also used to record sick and annual leave taken and accrued.

A time clock is provided for use of guards and workmen at the Corcoran. Supervisors will insure timecards are maintained for temporary or part-time staff employees for payroll and control purposes. After being approved by the supervisor, timecards are forwarded to the payroll office.

Overtime must be approved in advance by the department head.

Timecards must reach the payroll section on the Monday before payday. Overtime is included in regular pay checks.

Payroll dates are posted adjacent to the time clock and are distributed to department supervisors.

After Hours

Employees entering or leaving the Gallery when it is officially closed (between the hours of 6 pm and 9am) will be required by the watchmen on duty to sign in and out.

Overtime

Because of the generous vacation provisions, professional, secretarial and clerical personnel do not receive overtime pay. When conditions make it necessary for them to do additional work after regular hours they may receive compensatory time off at the discretion of the supervisor. Maintenance and guard crew receive overtime as defined in Administrative Directive #5 dated December 17, 1970.

Holidays

There are five holidays observed when the Gallery will be completely closed.

New Year's Day
Independence Day
Labor Day

Thanksgiving Day
Christmas Day

Should any scheduled holiday fall on Sunday, it will be observed on Monday following, unless the exhibition schedule necessitates the designation of an alternate day. At the discretion of the administration, the preceding Friday or the following Monday may be granted for any holiday falling on Saturday.

If a holiday falls within an employee's vacation period, compensatory time off is granted, though not necessarily as a day to be added to the vacation period.

There are two holidays when the Gallery will be open and one staff member is required to be on duty.

Washington's Birthday
Memorial Day

All regular full-time employees receive full pay for holidays observed. However, because only the Gallery offices can be closed in observance of a holiday, employees who are required to work on any of the scheduled holidays are given an alternate day off, to be taken within four weeks after the occurrence of the holiday.

All regular full-time employees will also have a choice of Veteran's Day or the day after Thanksgiving as a paid holiday.

Unscheduled absence for any reason on the day before or the day following a holiday will not be paid unless the absence is taken as a vacation day. If the time is taken to lengthen a vacation, then it should be approved ahead by the supervisor.

Annual Leave

Leave will normally be taken during the summer months between June and Labor Day, however it may be scheduled at some other time if it does not interfere with Corcoran operations. For new employees, leave may not be taken until the completion of the three month probationary period. Annual leave should be taken each year. Accrual beyond that earned in any one year will not be approved for personnel with less than 5 years service. After 5 years service, the maximum accrual will be 40 days.

Accrual of Annual Leave

Annual leave will be accrued on a monthly basis as follows:
1st year of service: $1\frac{1}{2}$ working day accrued for each month worked.
2nd to 5th year of service: 20 working days accrued at

1 3/4 days per month.

6th to 10th year of service: 25 working days accrued at 2 days per month.

10 years of service and over: 30 working days accrued at 2 1/2 days per month.

This schedule is effective for all personnel employed after the publication of this policy.

Staff members will submit a leave request by May 15th of each year to their supervisors. Supervisors will notify the Management Office of vacation schedules by the end of May for payroll purposes. Any requests for advance vacation pay should be submitted to the Management Office two weeks prior to the beginning of the leave period.

No annual leave is accrued by employees who are paid an hourly rate and who work less than one-half time.

Absence

Regular, dependable attendance is expected of each staff member.

If an employee is unable to report for work because of illness or any other emergency, the supervisor

must be notified as soon after 9:00 as possible on the first day of the absence and should be kept informed thereafter as to the probable duration of the absence.

If the necessity for being absent for any reason can be anticipated, the employee must inform his supervisor as far in advance as possible.

Sick Leave

Sick leave will accrue at the rate of one day per month and may be taken after one month's service. Sick leave will not be accruable beyond 3 months leave. Sick

leave used beyond that accrued will be charged to accrued annual leave. Leave without pay will be taken if all accrued sick and annual leave has been taken.

Leave without pay may be granted at the written request of the employee to his supervisor with each request considered in the light of personal needs and requirements of the job. The Executive Vice President will be advised of cases of prolonged illness.

Since sick leave is granted to protect the employee against loss of income because of inability to work, it is not permissible to use sick leave credit for any other reason than illness or an equivalent emergency.

Death in the Family

In the event of a death in the immediate family (parent, spouse, child, brother, sister) the employee will be paid for three days' absence.

Court
Leave

The Corcoran wishes to cooperate with employees who are called upon to meet their obligations as citizens by serving on juries. Permanent full-time employees will be granted leave with pay while serving on any Federal, State, or District court jury.

Feb.1,1971

SECTION III. COMPENSATION

Payroll Information	Permanent full and part time employees are paid by check on a bi-weekly basis. Payroll dates are distributed to departments and should be posted.
Salary Advances	It is against the policy of the Corcoran to give any portion of the salary in advance of the regularly scheduled pay dates.
Payroll Deductions	<p>The Social Security Act requires employees to deduct a percentage of each paycheck as the employee's contribution toward his Federal Old Age Benefits. Each employee must have a Social Security Account number to which payments are credited.</p> <p>The Federal Government, the State of Maryland, the Commonwealth of Virginia and the District of Columbia require all employers to deduct a withholding (income) tax from each employee's pay, and for this purpose each employee must complete a form (W-4) indicating his dependency status and authorizing the Corcoran to withhold proper amounts from his pay. Any change of status or corrected deductions require the completion of a new form.</p>

SECTION IV. GALLERY BENEFIT PLANS

Health Benefit Plan

Each employee will be covered without cost by Health and Hospitalization Insurance commencing the 1st day of the month after 90 days of employment. Family Plan coverage is also available through payroll deduction. If one is already covered by a policy held by one's spouse, at his or her employment, the Corcoran plan will not apply.

Group Life Insurance

A contributory life insurance plan is available to employees after completion of six months service. If insurance is not desired the employee must sign a waiver. The amount of coverage will be based on annual salary according to the following scale:

10,000 annual salary and over	10,000	insurance	10.00	per mo.
6,000 but less than 10,000	7,500	"	7.50	"
4,000 but less than 6,000	5,000	"	5.00	"
Less than 4,000	2,500	"	2.50	"

Upon termination of services, an employee can elect to continue the policy by private arrangement with the insurer or apply for a full refund of all contributions made, or request a paid-up policy.

Pensions

Pensions are paid by the Gallery on a non-contributory basis. The age for retirement is 65 years contingent upon the completion of twenty-five years of consecutive service. The pension is at the rate of 30% of the average salary received during the last five years immediately preceding the employee's retirement. In the event total service at retirement date is less than 25 years, retirement benefits are reduced by 1/25 for each complete year of service less than 25, and no benefits will be paid to any employee with less than 10 years service.

The Board of Trustees may exclude from this pension policy and provide additional benefits to such officers of the Gallery who at the discretion of the Board of Trustees may, in their opinion, be entitled thereto by reasons of their responsibilities and long and other valuable services.

SECTION V. FEDERAL & STATE BENEFIT PLANS

Social Security

Under the Social Security Act, both the employer and the employee are taxed an equal percentage in order to provide retirement and Medicare benefits for employees who have retired from active service and who otherwise qualify. Employees may elect retirement at age 62 with a proportionately reduced monthly benefit. The Social Security Act also contains important provisions for benefits for the families of workers. Complete information may be obtained from the nearest Regional Office of the Social Security Board.

Workman's Compensation Insurance

Under the Workmen's Compensation Act of the District of Columbia, provision is made for benefit payments to employees who are injured while at work or who contract occupational diseases. To meet the requirements of the Act, the Corcoran carries compensation insurance. It is important that every injury sustained while at work, no matter how slight, be reported immediately to the supervisor or department head for proper handling.

Unemployment Insurance

The Corcoran participates in the District of Columbia Unemployment Compensation Insurance as required by law.

SECTION VI. STAFF PRIVILEGES

Staff Discounts

Staff members receive a courtesy discount on all purchases at the Gallery Shop.

Sculpture, reproductions, slides, posters (framed and unframed) and some books can be purchased at cost at the Sales Desk. The privilege is limited to one of each item. A list of staff prices is available at the Sales Desk.

Special Events

Staff members are invited to attend previews of exhibitions, music evenings and all other events that are not specifically arranged for a private group or by formal invitation.

SECTION VII CUSTOMS AND PRACTICES

Procedures Administrative Directives and Procedures are issued as necessary to guide employees in carrying out their assigned duties.

Employee Records It is important that all records be kept up to date and that changes in name, address, telephone number, marital status or number of dependents be reported promptly to the payroll section and the personnel section.

Office Coverage It is essential that offices be covered at all times during the regular working hours. In order that this may be done, the following rules must be observed:

Lunch hours are arranged and staggered so that adequate coverage is assured. When the number of employees in an office does not permit this arrangement, the telephone operator must be notified when and for how long an office will not be covered and told the duration of the absence. Messages of all incoming calls and inter-office messages may then be picked up at the switchboard.

When it is necessary for an employee to be away from his desk, he should let someone in his department know where he may be found and how soon he expects to return. The telephone operator must be notified if there is no one in his office to whom he can report his absence from his desk. Records and/or information are sometimes needed on short notice or important telephone calls may come in that require immediate attention.

Except for the lunch hour, staff members are not to leave the Corcoran without the permission of their supervisor.

Scheduled Events All employees should acquaint themselves with events scheduled for the current week and with opening and closing dates of present and future exhibitions. A monthly calendar of Corcoran activities is distributed to each employee and should be carefully followed for current meetings, lectures and special events, as well as information regarding exhibitions. Also, the Public Relations Office distributes copies of releases to staff members in order to keep them informed. For obvious reasons, staff members at the Information and Sales Desk should keep abreast of activities in other museums and galleries, as well as our own.

Security Security is everyone's responsibility. The Gallery is a public place. Whenever an employee is in a public area, he should be on the alert for hazards to visitors or the art objects. No work of art may be brought into, taken out of or moved within the Gallery without the prior knowledge of the Registrar. No one is to handle works of art except those authorized by the Associate Director or Curatorial Staff. Employees should set standards of exemplary conduct when in the Gallery and

should not hesitate to question, in a friendly way, any suspicious activity on the part of visitors to the Gallery and should report such to the nearest guard. Each employee is responsible for the equipment he uses and the security of his work area. Equipment and personal property must be locked up if unattended. Employees should also know the location of the nearest fire extinguisher and fire exit.

Care of
Work Areas

The offices and working areas are cleaned each night and staff members are expected to maintain a generally neat appearance in their areas at all times. Particular care must be taken to insure the safety of confidential records, correspondence and other items of importance by placing them in files or cabinets at the end of the day. All desk surfaces should be cleared at closing time.

Care and
Maintenance
of Office
Equipment

The employee is responsible for the care of the equipment assigned to him. Typewriters, adding machines and other mechanical devices should be protected at night with covers provided for the purpose. Typewriters are inspected and cleaned periodically but should be cleaned in the interim by the employees using them. When any office machine fails to work properly, the fact should be reported immediately to the Management Office. Copying machines are to be used for Corcoran business only.

Lights

Lights should be used only when needed. Employees are responsible for turning off lights at closing time and at any other times when they are not in use.

Requisitions

Office supplies are maintained in the Management Office and School Office and are requisitioned as necessary. Special supplies must be requisitioned through the Management Office or School Office two weeks prior to the date they are needed.

Personal
Mail

For obvious reasons, the Mailroom should not be burdened with personal mail. The Mailroom is not staffed to handle letters or packages of a personal nature. Staff members are requested to have their correspondents send personal mail to home addresses.

Personal
Telephone
calls

The telephone operator is on duty from 8:30 am to 5:30 pm. Personal telephone calls should be kept at a minimum and be made as brief as possible. Staff making personal toll and long distance calls should ask the operator to bill them to home telephone numbers. When it is necessary to make toll calls during periods when the switchboard is closed, the Corcoran operator must be notified the following morning so that the call can be properly recorded. Although during regular business hours

certain toll calls can be dialed directly without going through the switchboard, the same rule of reporting to the operator applies.

Personal
Telegrams

When personal telegrams or cablegrams are telephoned to the Western Union office they should be billed to the home telephone number.

Lunch
Period

It is recommended that staff members make a complete break in the office routine by leaving their offices during the lunch period.. No food of any kind in opened packages may be kept overnight in desk drawers or filing cabinets, and full cooperation is requested in disposing of all luncheon refuse in the offices.

Smoking

Smoking is absolutely forbidden in the exhibition galleries, Corcoran auditorium, studios, Student Gallery, stairways and elevators; and in the picture storage area and the packing area. Smoking is also forbidden at the Information and Sales Desk. Although no general restrictions are placed upon smoking in the offices during working hours, consideration should be given at all times to the comfort and convenience of others.

Emergencies:
Accident or
Illness

In case of sudden illness or an accident in the Gallery to members of the public, the Associate Director should be notified immediately. In the school, the Registrar's Office is notified of any illness or accident to the public.

All accidents to staff members, however slight, must be reported immediately, in detail, so that a report can be submitted to the Workmen's Compensation Board.

Feb.1,1971

SECTION VIII. CHANGES

The policy and procedures outlined in Sections I - VII., dated Feb. 1, 1971, have been adopted by the Trustees as a statement of policy and practice.

Changes in policies contained in the Staff Manual may be made by the Executive Vice President and adopted therein when consistent with the policies of the Trustees. Said changes to be effective upon publication and distribution.

Any changes will be ratified by the Trustees at subsequent board meetings.

Feb.1, 1971

MEMORANDUM TO: Management Office

FROM:

DATE:

Corcoran Gallery of Art
Supply Requisition

Quantity	Description

Signature, Dept. Head

This form is referred to in SECTION VII - CUSTOMS AND PRACTICES

CORCORAN GALLERY OF ART

LEAVE RECORD

Department

Leave Record for the month of

PLEASE KEEP THIS RECORD THROUGHOUT THE MONTH AND RETURN IT TO THE MANAGEMENT OFFICE WHEN COMPLETED.

This form is referred to in SECTION II - ATTENDANCE

Compiled by:

January , 1971

Mr. John Apple
1 Smith Street
Washington, D.C. 20001

Dear Mr. Smith,

Welcome to the Corcoran!

We are pleased to offer you a (regular, temporary, part-time) appointment to the staff of the Corcoran Gallery of Art as _____ position effective _____. The salary for this position is \$_____ date (per annum, day, hour, weekend). This position is classified as a (professional, secretarial or clerical, guard, maintenance) position. The Corcoran staff manual and your position description are attached. New employees are on a probationary status for a period of three months. After this time, they are eligible for the benefits outlined in attachment.* Kindly sign the original of this letter and return it through your supervisor to the Management Office. The other copies are for you.

Comptroller

Executive Vice President

date

date

I have read the Corcoran Staff Manual and my position description.

I accept the position and agree to abide by the rules of the Corcoran Gallery of Art.

date

Signature

*In the case of temporary appointment, substitute the following for the preceding two sentences:

Temporary appointment termination date: _____. In case of termination of a temporary employee before the agreed date, two weeks notice is expected and will be given.

ATTACHMENT B